

PHASE 3 Part 1

SKILLS

What skills would you like to use in your Job?

Career Skills are the abilities you have to enable you to do your job and to manage your **career**. These are over and above the **skills** and technical knowledge you need to perform the tasks that are part of your job. They are the sum of your knowledge, **skills** and experience.

SKILLS	YES	NO
Communication		
Teamwork		
Adaptability		
Problem Solving		
Creativity		
Work Ethics		
Interpersonal Skills		
Time Management		
Leadership		
Attention to Detail		
Negotiation		
Perseverance		
Confident		
Resilient		
Analytical		
IT Skills		
Patience		
Flexibility		
Emotional Intelligence		
Conflict Management		
Critical Thinking		
Planning		
Enthusiasm		
Research		
Listening		
Optimism		
Resourcefulness		
Self Management		
Customer Service		